

# LETTER OF SECURITY COGNIZANCE (LOSC) EXAMPLE

U.S. Department of Energy  
Oak Ridge Operations Office  
Mr. James H. Ware, Director  
Safeguards and Security Division  
Post Office Box 2001  
Oak Ridge, TN 37831-8570

Dear Mr. Ware:

SECURITY COGNIZANCE AND RESPONSIBILITIES - (Name of Company and Contract No.)

The provision of our contract/subcontract with the Department of Energy (DOE) does not require our company to receive, store, transmit, or originate classified information within our own facility(ies). This company's personnel will, however, have authorized access to classified information at our client's (Name of Client [LMES, MKF, DOE, etc.]) established and approved security facility(ies): (Name and Address of the client's security facility). The DOE security clearances granted our personnel have been issued by DOE/OR.

Mr./Ms. \_\_\_\_\_ (Name) \_\_\_\_\_, \_\_\_\_\_ (Phone) \_\_\_\_\_, has been assigned the responsibilities of security coordinator and point-of-contact (POC). Our client will provide us with the DOE-required periodic security indoctrination and briefings, and our security POC will be responsible for ensuring that we meet the following security requirements (list only those items listed below that apply to your company's particular situation:

1. Ensuring DOE of 45 days advance notification of any planned foreign travel by DOE-cleared individual to sensitive countries.
2.
  - a. Ensuring Initial/Comprehensive security briefings are conducted and documented and that the SF-312, Classified Information Nondisclosure Agreement Form, is signed and processed prior to any access to classified information.
  - b. Conducting and documenting foreign travel briefings and debriefings.
  - c. Conducting and documenting refresher security briefings for all of our cleared personnel.
  - d. Conducting and documenting termination briefings for all cleared personnel leaving our employment, losing their clearances, or no longer requiring a clearance and assuring that all DOE badges are recovered and returned to ORO.

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3. Ensuring that signed termination agreements are sent through our client to ORO.
4. Ensuring that our company and our cleared personnel comply with personnel clearance reporting requirements.
5. Ensuring that any and all DOE Government property in our possession is protected in accordance with DOE 5632.1C, PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS, of 7/15/94. Ensuring that a property control security plan is developed and sent to DOE for formal approval, if our company becomes responsible for more than \$5 million in Government property.
6. Ensuring that no foreign national employee is placed in a position to exercise control or influence over properly cleared U.S. citizens who have been granted access to DOE classified information or significant quantities of special nuclear materials.
7. Ensuring that this company complies with reporting requirements of the contract clause, DOE Acquisition Regulation (DEAR) 952.204-74, entitled, "Foreign ownership, control, or influence over contractor."
8. Providing the assistance necessary to ensure that personnel security clearance requests are accurately completed (Standard Form 86 and related documents).
9. Ensuring that the provisions of The Privacy Act are met when handling and mailing/delivering completed personnel security clearance request documents.
10. Developing procedures describing internal company processes for performing functions to accomplish each of the above items.
11. Ensuring that the Company's client(s) is provided a copy of security procedures.
12. Assuring that all employees know their individual responsibilities in executing and supporting security procedures established by the Company.
13. Assuring that, if we are performing automatic data processing (ADP) functions with DOE (or DOE contractor) information, that the ADP systems and processes used are documented and approved as required in by DOE Order.

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The Undersigned certifies that the security POC has been given the resources and management support needed to accomplish the above.

CERTIFIED BY: \_\_\_\_\_

TITLE BY: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

cc: Contracting Officer' Representative (COR)